

MEMORANDUM

Town Clerk's Office

TO: Tom Willi, Town Administrator

FROM: Janet Gale, Office Assistant

THROUGH: Barbara McDaniel, CMC, Assistant Town Clerk

THROUGH: Russell Muniz, Town Clerk

DATE: March 26, 2001

SUBJECT: Unsafe Structures Board

Code Sections 5-91 through 5-95 established the Unsafe Structures Board and provided a three year term for Board members. The terms are staggered with three set to expire at the end of April 2001.

Appointments are made through open nominations by Council. Members shall include a registered engineer, registered architect, general building contractor, attorney at law, plumbing contractor, electrical contractor, real estate appraiser, real estate property manager, and a citizen with experience and background in the field of social problems. Listed below are the three members, the number of meetings missed during their terms, and the number of times they have abstained from voting.

<u>Members</u>	<u>Absences</u>	<u>Abstained</u>	<u>Nominated by</u>
Dean Alexander (Attorney)	0	0	Bush
Keith Alexander (Real Estate Appraiser)	0	0	Venis
Debbie Apolinario (Citizen)	0	0	Venis

Please note that the Board has had no meetings during its current term. Efforts to contact Debbie Apolinario have been unsuccessful. Dean Alexander has expressed his desire to continue serving and Keith Alexander has indicated that he does not wish to serve another term.

Please be reminded that pursuant to FSS 112.3145(7), appointing officials (Council) shall notify each newly appointed official (which is defined to include appointees to a board) of his/her duty to comply with disclosure requirements prior to the date of the appointment.

Section 760.80 of the Florida Statutes requires that statutorily created decision making or regulatory boards select, from among the best-qualified persons, those persons whose appointment would ensure that the membership of the board accurately reflects the proportion of each group of the area's minority population represented by the board. Section 760.80 also requires that the board's membership be determined by the most recent federal decennial census which is as follows:

1990 Census Minority Groups Percentage

African American 3.7%
Hispanic American 10%
Asian American 1.7%
Native American .2%
American Women 51%

When appointing members to this board, the appointing authority should give weight to the above minority groups.

I would appreciate it if these appointments could be placed on the April 4th Council agenda.

_____Approved_____Denied_____Hold for Discussion

Comments:

_____.

Date Initials/reviewed by

c: Town Council
Monroe Kiar